

## **Enterprise Project Coordinator**

**Summary:** The Strategic Technology Solutions (STS) division within the Department of Finance & Administration is implementing a new IT delivery model for its customer agencies in a phased approach. The Enterprise IT Transformation initiative involves building a highly qualified and experienced organization to support our agencies in four business domains through a shared resource delivery model. Several critical resources are being recruited to build this delivery model to improve our IT customer service, improve strategic planning with a focus on enterprise solutions and provide improved solution delivery success rates. The Enterprise Project Coordinator will be responsible for oversight, coordination and tracking of infrastructure projects and the coordination of some change management efforts. Projects will require significant coordination and communication responsibilities involving multiple departments. The Enterprise Project Coordinator performs work across the departments within the STS. This person reports to the Enterprise Project Management Office Manager, EPMO Coordinator Supervisor or Business Solutions Delivery Assistant Director. Duties will include project coordination, coordination of infrastructure change management, team building, resource management, and risk/issue resolution.

### **Required Experience:**

- Demonstrate strong leadership and communication skills in working with all levels in state government and any external stakeholders.
- Experience must include scheduling, establishing level of effort, resource loading and coordination of the project team, to complete tasks within estimated time frames.
- Knowledge of PMBOK for a best practices guide.
- Effectively manage, monitor and report issues/risks. Ensures issues/risks are tracked and escalated as needed.
- Demonstrate strong interpersonal skills with all levels of personnel and demonstrate the ability to motivate employees/teams to apply skills and techniques to solve dynamic problems.
- Effectively lead meeting with project team, sponsors and/or business process owners. Build consensus and support throughout the infrastructure implementation lifecycle.
- Must have a bachelor's degree.
- Must have at least 2+ years IT development and implementation experience.

### **Preferred Experience:**

- 2+ year system analyst, IT development and implementation experience.
- Experience working in the governmental sector (local, state, or federal).
- Strong IT technical background
- Experience in Service Now ticketing system.

**Salary Range: \$60,000 - \$65,000**

Please submit your resume to [EIT.Resumes@tn.gov](mailto:EIT.Resumes@tn.gov).